

# Memorandum



**Date:** April 19, 2016

Agenda Item No. 14(A)(1)

**To:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor

A handwritten signature in black ink, appearing to be "Carlos A. Gimenez", written over the printed name.

**Subject:** Recommendation to Ratify Emergency Award: Relia-Vote Outbound Inserting System

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) ratify an emergency contract award, E9857-EL, for the purchase of one (1) Relia-Vote Outbound Inserting System (a mail finishing solution) for the Elections Department. The department uses a Relia-Vote Mail Balloting System to provide printing, assembling, mailing, and tracking of the ballot mailing process for all elections held in Miami-Dade County. The System originally included a single inserter component for assembling ballot packages for mailing.

The Elections Department determined that the single inserter was not capable of meeting the capacity demands for the upcoming 2016 Presidential Election cycle. The first mailing of absentee overseas ballots was on January 29, 2016, followed by the first mailing of domestic ballots on February 16, 2016. In order to meet growing absentee ballot mailing demands and mitigate the risk of not having backup equipment in place, the Elections Department purchased an additional Relia-Vote Outbound Inserting System on November 23, 2015 from Pitney Bowes, Inc. via an emergency procurement in order to use it for the March Presidential Preference Primary. The inserter has been installed into the current Relia-Vote network infrastructure and will ensure that the Elections Department meets statutory deadlines for mailing absentee ballots.

## **Scope**

The scope of this item is countywide in nature.

## **Fiscal Impact/Funding Source**

The fiscal impact for this emergency purchase is \$872,088.

Department	Allocation	Funding Source	Contract Manager
Elections	\$872,088	Capital Outlay Reserve Funds	Jose Ponce
<b>Total</b>	<b>\$872,088</b>		

## **Track Record/Monitor**

Sherry Y. Crockett of the Internal Services Department is the Procurement Contracting Officer.

## **Delegated Authority**

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

**Vendor Recommended for Award**

Awardee	Principal Address	Address of Branch Offices or Headquarters in Miami-Dade or Broward*	Number of Employee Residents	Principal
			1)Miami-Dade 2)Broward 3)Percentage*	
Pitney Bowes, Inc.	27 Waterview Drive Shelton, CT	None	1	Lautenbach B. Marc
			19	
			.00198%	

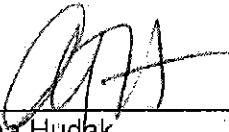
\*The information in this table is being provided pursuant to Resolution No. R-1011-15. The percentage of employee residents is the percentage of the vendors' employees who reside in Miami-Dade or Broward County as compared to the vendor's total workforce.

**Due Diligence**

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and that there are no performance or compliance issues. The lists that were referenced include convicted bidders, debarred bidders, delinquent contractors, suspended bidders, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

**Applicable Ordinances and Contract Measures**

- The two (2) percent User Access Program provision applies and will be collected on this purchase.
- There are no contract measures as this was an emergency purchase.
- The Local Preference Ordinance does not apply.
- The Living Wage Ordinance does not apply.



Alina Hudak  
Deputy Mayor



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

**DATE:** April 19, 2016

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 14(A)(1)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☒ Applicable legislation requires more than a majority vote (i.e., 2/3's ☒, 3/5's ☐, unanimous ☐) to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 14(A)(1)  
4-19-16

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING WAIVER OF FORMAL BID PROCEDURES PURSUANT TO SECTION 5.03(D) OF THE HOME RULE CHARTER AND SECTION 2-8.1 OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; RATIFYING AN EMERGENCY CONTRACT IN AN AMOUNT OF \$872,088.00 FOR THE PURCHASE OF A RELIA-VOTE OUTBOUND MSE INSERTING SYSTEM; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

**WHEREAS**, the County Mayor recommends to this Board to waive formal bid procedures for the purchase of goods and services which cannot be purchased under normal bid procedures,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

**Section 1.** This Board finds it is in the best interest of Miami-Dade County to waive formal bid procedures, pursuant to Section 5.03(D) of the Home Rule Charter and Section 2-8.1 of the County Code, by a two-thirds vote of the Board members present.

**Section 2.** This Board ratifies the emergency contract as set forth in the incorporated memorandum in a total amount of \$872,088.00 and authorizes the County Mayor or County Mayor's designee to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. A copy of the contract is on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner  
who moved its adoption. The motion was seconded by Commissioner  
and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	
Esteban L. Bovo, Jr., Vice Chairman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 19<sup>th</sup> day of April, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

OR

Oren Rosenthal